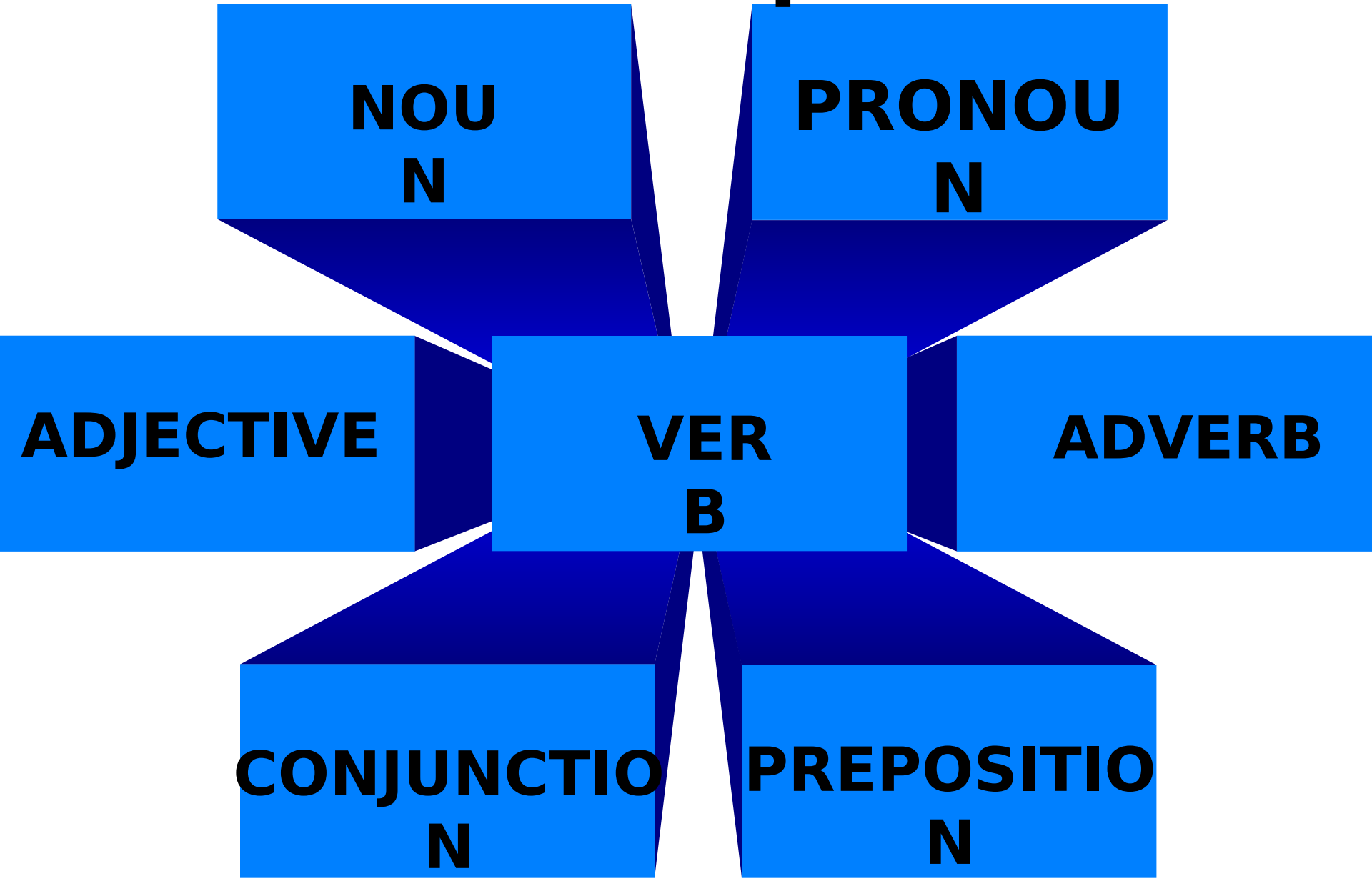
B6602R WRITING SKILLS REVIEW

Parts of Speech



Pronouns

Person & Number	Subjective	Objective	Possessive
1st Sing.	I	me	my, mine
2d Sing.	you	you	your, yours
3d Sing.	he, she, it	him, her, it	his, hers, its
1st Pl.	we	us	our, ours
2d Pl.	you	you	your, yours
3d Pl	they	them	their, theirs

Pronoun Antecedent Agreement

- **Pronouns must agree with antecedent in number and gender.**
- **Each, every, any, one, none are singular**
- **Different cases of Who: who, whom, whose**

Subject Verb Agreement

Person	Present Tense	Past Tense
I	am	was
You	are	were
He, she, it	is	was
We	are	were
You	are	were
They	are	were

Adjective

- **What kind?**
- **How many?**
- **Which one?**

Adverb

- When?
- Where?
- Why?
- How (in what manner)?
- How much (to what extent)?

Conjunction

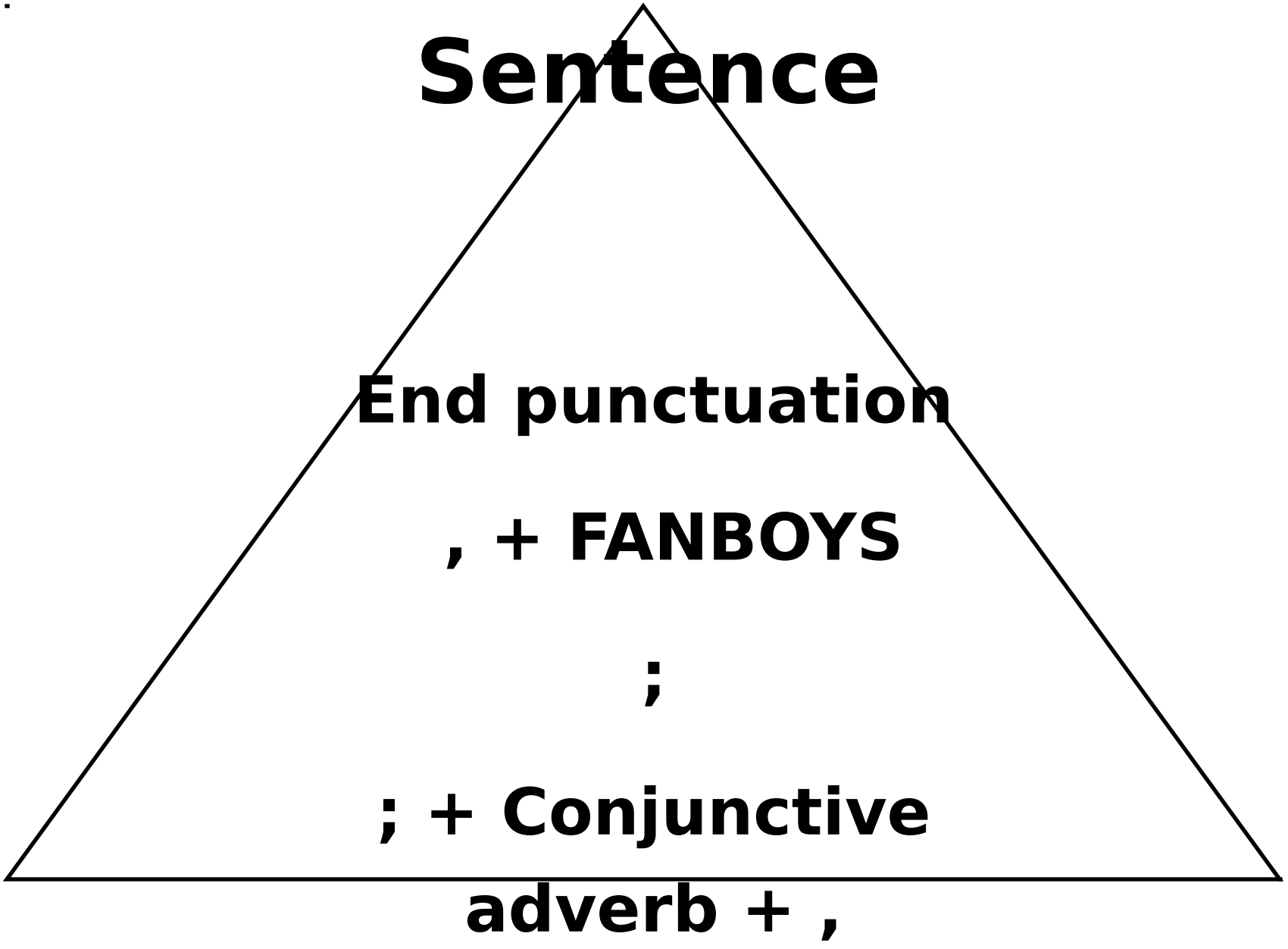
Coordinating	**FANBOYS**
Correlative	**Both/and; either/or; neither/nor; not only/but also**
Subordinating	**Although, after, because, if, since, etc.**
Conjunctive Adverbs	**However, therefore, additionally,**

Phrases, Clauses, and Sentences

- **Phrase: related words**
- **Clause: related words with related subject and predicate**
- **Sentence: clause that provides a complete thought**

Sentence Types

- **Simple (subject + predicate)**
- **Compound (simple sentence + FANBOYS + simple sentence)**
- **Complex (dependent clause + simple sentence)**
- **Compound complex (simple sentence + conjunction + complex sentence)**


Sentence
Sentence
End punctuation
, + FANBOYS
;
; + Conjunctive
adverb + ,

Study Areas

- **Capitalization**
- **Numbers**
- **Abbreviations**
- **Acronyms**
  - **Plural**
  - **Possessive**
  - **A/an**

More Study Areas

- **Positive language**
- **Parallel constructions**
- **Punctuation**
- **Correspondence**
  - **AA Form (NAVMC 10274)**
  - **Standard letter**

Keys to Success

- **Tab/highlight your book**
- **Do exercises; take post-test**
- **Physical, mental, emotional preparations**
- **Bring appropriate materials**
- **Test taking strategies**